

CENTRAL OFFICE PARKING ASSIGNMENT GUIDELINES
Office of Facilities Management, Alabama Department of Public Health

Our lease with the RSA grants us a fixed number of parking spaces in the Tower Parking Deck and the Capitol Parking Deck. Facilities Management administers the parking for Central Office employees who choose to park in one of the decks, using the following guidelines:

1. **RSA ACCESS CARD IS REQUIRED TO PARK IN EITHER RSA PARKING DECK.** RSA rules require tenant employees to have an access card and an assignment to a particular parking deck in order to have parking privileges in that deck. Employee use of numerical codes to enter a deck is not authorized access. Employees who assist individuals in gaining unauthorized parking deck access will be subject to having their parking privileges revoked.
2. **FACILITIES MANAGEMENT MAY TAKE BACK PARKING ACCESS THAT IS NOT BEING USED.** Facilities Management may remove parking access for either parking deck from employees who do not use it, and give that access to other employees.
3. **TOWER DECK ASSIGNMENT REMAINS WITH TRANSFERRING EMPLOYEE.** Each employee who has Tower Deck parking will retain it if continuously employed in the Central Office, regardless of reorganizations or transfers between work units or bureaus.
4. **“WAITING LIST” FOR TOWER DECK PARKING.** Employees who park in the Capitol Parking Deck will be placed automatically on the waiting list for Tower Deck parking. Employees who do not want to park in the Capitol Deck, but wish to park in the Tower Deck, may email Facilities Management to have their names added to this Tower Deck waiting list. An email request may also be submitted to inquire as to standing on the waiting list. The email should be sent from this link: <http://www.adph.org/ContactUs.asp?cnt=1&id=736>
5. **WAITING LIST PRIORITY.** When space in the Tower Parking Deck becomes available, parking will be offered to the employee on the waiting list who has the longest continuous service in the Central Office of the Alabama Department of Public Health.
6. **PARKING CONTACT PERSONS IN EACH OFFICE AND BUREAU.** Parking contacts will obtain parking forms and cards for new employees, and return parking cards for both decks to Facilities Management when employees leave employment in the Central Office.
7. **DISABLED EMPLOYEES.** Employees assigned to the Capitol Parking Deck may apply through their supervisor to Facilities Management for special consideration for the Tower Parking Deck when they can document a legitimate need for parking closer to The RSA Tower. Each employee applying for ADA parking must provide Facilities Management with a copy of his or her Disability Access Placard and the “Application for Disability Access Parking Privileges” that was completed to obtain the placard. Each employee must update Facilities Management at least annually of their ADA status.

For Shuttle Services approval, contact Employee Relations at Public Health, Suite 1698.